

Article 2: Required Steps in Processing

(Added 12-9-1997 by O-18451 N.S.; effective 1-1-2000.)

Division 1: Applications

(Added 12-9-1997 by O-18451 N.S.; effective 1-1-2000.)

§112.0101 Preapplication Conference

Before submitting an application for a permit, map, or other matter, a prospective *applicant* may request a preapplication conference to discuss the proposed *development* with City staff. The person requesting the preapplication conference may be required to pay a fee that has been established by City Council resolution. Based upon the information provided by the *applicant* at the preapplication conference, the City shall inform the *applicant* of the general policies and regulations in effect at the time of the conference. The City may examine possible alternatives or modifications relating to the proposed permit, map, or other matter.

The *applicant* is responsible for knowing and understanding the governing policies and regulations applicable to the proposed *development*, and the City is not liable for any damages or loss resulting from any actual or alleged failure to inform the *applicant* of any laws or regulations that may be applicable to a *development*. Nothing stated in this meeting shall be construed as actual or implied approval of a proposed *development*.

(Added 12-9-1997 by O-18451 N.S.; effective 1-1-2000.)

§112.0102 Application Process

An application for a permit, map, or other matter shall be filed with the City Manager in accordance with the following requirements:

- (a) Authority to File an Application. The following persons are deemed to have the authority to file an application:
 - (1) The *record owner* of the real property that is the subject of the permit, map, or other matter;
 - (2) The property owner's authorized agent; or
 - (3) Any other person who can demonstrate a legal right, interest, or entitlement to the use of the real property subject to the application.

- (b) **Submittal Requirements.** The application shall be made on a form provided by the City Manager and shall be accompanied by the materials, information, fees, and deposits that are required on the date the application is filed, unless otherwise specified by the Land Development Code. The application shall be *deemed complete* when the department processing the application has determined that the application includes all of the information, materials, fees, and deposits required by this section and Section 112.0202. After the application has been *deemed complete*, the City Manager may not request any new or additional materials, information, fees, or deposits that were not specified at the time of application, except as provided by state law. The City may, however, in the course of processing the application, request that the *applicant* clarify, simplify, or provide in alternate format or medium, the information required for the application.
- (c) **Materials and Information.** The City Manager shall maintain a list specifying the materials and information to be submitted with each application for a permit, map, or other matter filed in accordance with the Land Development Code. The list may be revised on a quarterly basis or as needed to comply with revisions to local, state, or federal law, regulation, or policy. The revised list shall be posted at the City, shall become effective on the 30th calendar day after posting, and shall apply to all applications submitted after that date. The City Manager shall provide a copy of the list to all *applicants* and to any person who requests a copy.

(Added 12-9-1997 by O-18451 N.S.; effective 1-1-2000.)

§112.0103 Consolidation of Processing

When an *applicant* applies for more than one permit, map, or other approval for a single *development*, the applications shall be consolidated for processing and shall be reviewed by a single decision maker. The decision maker shall act on the consolidated application at the highest level of authority for that *development* as set forth in Section 111.0105. The *findings* required for approval of each permit shall be considered individually, consistent with Section 126.0105.

(Added 12-9-1997 by O-18451 N.S.; amended 10-19-1999 by O-18691 N.S.; effective 1-1-2000.)